

RECEIVABLES CREDIT/DEBIT MEMO FORM

Note: Complete this form electronically and use the drop down menus when provided.

Today's Date:	Aug 8, 2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	The Hamburger Company	
Advertiser:	Hensley/D/Congess	
Invoice #	937486	Net Invoice Amount
Invoice Date		Amount Paid
	Adjustment to Gross Billing	\$ 200.00
	Adjustment to Net Billing	\$ 170.00
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 7/30

M-F 630p-7p = 4x @ \$575 Lur L2 5525 total rebate \$200

Revised invoice required? _____

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
GSM	All debits/credits	except Retrans & Non Sales region
Regl Controller	All debits/credits	

Form with all required approvals emailed to Regional C&C Manager

Input to Wide Orbit on: _____ by _____

Updated 03/15/12

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Today's Date:	Aug 8, 2012	
Station:	KMBC	Drop Down
Sales Region:	NATIONAL	Drop Down
Agency:	The Hamburger Company	
Advertiser:	Hensley/D/Congress	
Invoice #	935527	Net Invoice Amount
Invoice Date		Amount Paid
		Adjustment to Gross Billing \$ 50.00
		Adjustment to Net Billing \$ 42.50
AE Name:	Meredith Thompson	
SM Name:	Tony Kim	
Reason for DEBIT/CREDIT:	POLITICAL RATE ADJUSTMENT	Drop Down
	(Field Required - must use drop down list)	

EXPLANATION (Please explain in detail):

LUR for the w/o 7/30

M-F 630p-7p = 1x @ \$575 Lur L2 \$525 total rebate \$50

Revised invoice required?

REQUIRED APPROVALS:

Local AE	Local Sales Region	(Web & Mobile when applicable)
LSM	Local Sales Region	(Web & Mobile when applicable)
NSM	National Sales Region	(Web & Mobile when applicable)
DSM	Digital Sales Region	Web & Mobile optional/station's discretion
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